



Summary of Statewide Travel Policy Changes Effective 10/1/15:

Section 2.2

- Corrected links in paragraph 3 and 5.
- Added clarification for process for requesting exceptions to Rental Cars; inserted the following as the next to last paragraph in this section:

NOTE: For any exceptions to the policy with regard to Rental Cars please contact **Department of Administrative Services.**

Section 3.3

- Updated section 3.3 to include Transportation Funding Act hotel tax as the final paragraph in the section:

Per the Transportation Funding Act of 2015, effective July 1, 2015 hotels in the state of Georgia will charge a \$5.00 per room per night hotel tax to travelers. This tax is not exempted for State Employees.

Section 7.10

- General clarification of verbiage in section 7.10
- Added new paragraph after paragraph 1 regarding employees with physical or medical conditions:

It is the responsibility of the individual TTE agency to provide "reasonable accommodations" for employees with physical and/or medical conditions in adhering to the Statewide Travel Policy and utilizing the TTE System. TTE Agencies are required to assign an Expense Delegate and/or Travel Assistant where needed to fulfill the needs of employees whose physical and/or medical condition renders them unable to work with the requirements of the TTE System. This accommodation will provide appropriate assistance for the employee and insure that all requisite data is captured in the TTE System.